

Aletha Grace Hawk collection

S0612

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Describing Archives: A Content Standard

Rare Books and Manuscripts
140 North Senate Avenue
Indianapolis, Indiana, 46204
317-232-3671

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Summary Information

Repository	Rare Books and Manuscripts
Creator	Hawk, Aletha Grace, 1882-1967
Title	Aletha Grace Hawk collection
Date	1918-1941
Extent	1.32 Cubic feet 2 folders, 4 volumes
Language	English
Text [Folder]	S612-01
Text [Folder]	S612-02
Mixed materials [Volume]	V444-04
Mixed materials [Volume]	V444-02
Mixed materials [Volume]	V444-01
Mixed materials [Volume]	V444-03

Preferred Citation

Aletha Grace Hawk collection, Rare Books and Manuscripts, Indiana State Library

Biographical Note

Aletha Grace Hawk was born November 9, 1882 in Springfield, Illinois to Charles F. and Permelia (Born) Hawk. Her first job in Indianapolis was as secretary to Robert J. Corrigan, the circulation manager of the *Indianapolis Star* newspaper in Indiana. During World War I, Hawk became one of the first female circulation managers when she accepted the position of assistant circulation manager at the *Indianapolis Times* newspaper. She then went to Washington D.C. as secretary to Frederic M. Ayres, Sr. who was director of supplies for the American Red Cross. While working in Washington, Hawk also served as a volunteer at Walter Reed Hospital. After 14 months, she was selected as a member of a Red Cross unit sent to France as replacements. When Mr. Ayres arrived in Paris, Hawk again became his secretary on the staff of the European commission for the Red Cross. Before returning to Indianapolis in December, 1919, Hawk traveled through France, Switzerland, Belgium, and Germany. She was present when Ferdinand Foch, marshal of France and commander of Allied forces during World War I, visited Indianapolis in 1921. Hawk was a charter member of the Women's Overseas Service League and continued to reside in Indianapolis. She died on August 27, 1967 and was buried in Riverside Cemetery in St. Joseph, Michigan.

Sources:

Ancestry.com. "Hawk, A. Grace." *U.S. Passport Applications, 1795-1925*. Accessed July 20, 2015. <http://search.ancestrylibrary.com>.

"St. Joseph County MI Cemetery Transcriptions." MIGenWeb Archives. Accessed July 21, 2015. <http://www.usgwarchives.net/mi/stjoseph/7501cem.htm>.

Stewart, Lotys Benning. "They Achieve: Minds and Hands of Indianapolis Women at Work for Others." *Indianapolis Star*, January 18, 1942, pt. 4, p.12.

Scope and Contents

The collection consists principally of Aletha Grace Hawk's letters to her family in Indianapolis, Indiana from Washington D.C. and Europe ranging from 1918 to 1919, describing her work with the American Red Cross and as a volunteer working with wounded servicemen at Walter Reed Hospital, as well as her travels through France, Switzerland, Belgium, and Germany. The collection also includes Hawk's 1921 letter describing the visit of Marshall Ferdinand Foch to Indianapolis, two letters sent to her from a French refugee describing conditions in occupied France during World War II (1940-1941) and her poetry. There are also four scrapbooks with newspaper clippings, letters, photographs, and other materials from her travels and experiences during World War I.

Arrangement

This collection is arranged chronologically.

Administrative Information

Publication Information

Rare Books and Manuscripts

Conditions Governing Access

This collection is open for research.

Conditions Governing Use

Legal title, copyright, and literary rights reside with Rare Books and Manuscripts, Indiana State Library, Indianapolis, IN. All requests to publish or quote from manuscripts must be submitted to Rare Books and Manuscripts.

Custodial History

This collection was received by Rare Books and Manuscripts as a donation from Rose Glass on 1963/09/01 and records transfers from the Indiana State Library, Indiana Division on 2007/04/17 and 2015/12/19.

Accruals

No further additions are expected.

Processing Information

Collection processing completed 2015/07/22 by Laura Eliason. EAD finding aid created 2015/07/22 by Laura Eliason. EAD finding aid revised 2016/01/23 by Brittany Kropf.

Controlled Access Headings

Corporate Name(s)

- American Red Cross.
- L.S. Ayres and Company.
- Walter Reed Army Hospital (Washington, D.C.).
- Women's Overseas Service League.

Genre(s)

- Correspondence
- Photographs
- Scrapbooks

Geographic Name(s)

- Europe--Description and travel--20th century
- France--History--German occupation, 1940-1945
- Indianapolis (Ind.)

Personal Name(s)

- Ayres, Frederic M. , 1872-1940
- Foch, Ferdinand, 1851-1929

Subject(s)

- American poetry--20th century
- Authors and publishers
- Authors--American--Indiana--20th century
- Newspapers
- Poetry
- Women authors

- Women editors
- World War, 1914-1918
- World War, 1939-1945